



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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June 23, 2014

To: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

## **REPORT BACK ON RECLASSIFIED POSITIONS (ITEM NO. 50-E, AGENDA OF APRIL 15, 2014)**

During the 2014-15 Recommended Budget meeting on April 15, 2014, Supervisor Antonovich and Supervisor Knabe asked several questions about the position reclassification process and continued any items relative to reclassification, where there has not been any reclassification study, to the June 23, 2014 Budget Deliberations (Item 50-E). In addition, the Chief Executive Officer (CEO) was asked to provide the following information:

- The total number of reclassifications in the Budget;
- The reclassified positions that did not have a reclassification study; and,
- An explanation of the 'Add/Deletes' process and how it ties into the reclassification process.

### **Total Number of Reclassifications in the Budget**

There were fourteen departments identified for review, which resulted in a total of 171.0 classification changes as identified in the fiscal year (FY) 2014-15 Recommended Budget. Below is summary Table 1 that identifies the departments, number of reclassifications and date of Board approval:

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**Table 1**

Department	# of Reclassifications	Reclassification Letter – Date of Board Approval
Agricultural Commissioner/Weights and Measures	1	2-11-2014
Alternate Public Defender	0	See Table 3 below
Animal Care and Control	1	11-19-2013
Chief Executive Office (CEO)	2 2	2-11-2014 5-6-2014
County Counsel	0	See Table 3 below
Fire	5	11-19-2013
Human Resources	0	See Table 2 below
Medical Examiner – Coroner	1 1	9-3-2013 10-8-2013
Mental Health	16 5 2	10-8-2013 11-19-2013 2-11-2014
Parks and Recreation	0	See Table 3 below
Public Library	14	11-19-2013
Public Social Services	104 15	10-8-2013 11-19-2013
Public Works	1	10-8-2013
Sheriff	1	2-11-2014

**Reclassification Process**

Since the duties, responsibilities and/or utilization of positions can change from the original allocations, the Board requested the Classification/Compensation Division to provide classification letters with recommendations on a periodic basis throughout the year to facilitate the consideration of these changes in a timely manner. Every reclassification request goes to the Board for approval.

It is important to note that the above-referenced “reclassifications” were all previously approved by the Board on separate Classification Action Board letters on the referenced dates, and all were the result of a study. When the Board approved these actions, they were approving funding in the context of the current FY 2013-14 Budget. These reclassifications are only considered “budget-related” in that the CEO budget analysts are updating the budget spreadsheets to reflect these earlier actions (technical record-keeping only). In three cases (CEO, Medical Examiner-Coroner and Public Social Services) additional or partial funding was requested for the reclassifications.

**Reclassified Positions that did not have a Formal Reclassification Study**

As stated previously, all of the reclassifications above were previously approved by the Board after studies were reviewed and approved by the Classification/Compensation Division, as annotated.

That said, below is Table 2, listing classification actions that may be characterized as reclassifications but did not require formal reclassification studies. While formal studies were not conducted, adequate review and study was completed in order to make the appropriate classification recommendation. Including these actions in the budget process was the most expeditious method for gaining Board approval in a timely manner. The below actions were subsequently approved by the Board on June 4, 2014.

**Table 2**

Department	Previous Position	New Position	Comment
Assessor	1.0 - Administrative Services Manager III, Assessor	1.0 Administrative Services Manager III	To delete a department-specific item and replace with a generic, Countywide classification.
Human Resources	1.0 - Administrative Deputy II	1.0 - Administrative Deputy II (UC)	To replace a classified position with unclassified.
Public Social Services	5.0 - Secretary IV	5.0 - Senior Secretary I	Minimal study required as secretaries are based on reporting structure.
Public Social Services	3.0 - Community Liaison Worker	3.0 - Human Services Administrator I	This was a standard, basic reclassification.
Public Works	1.0 – Senior Clerk	1.0 – Senior Typist-Clerk	The position will perform typing duties.

### **How the Adds/Deletes Process Ties Into the Reclassification Process**

#### **Adds/Deletes Process**

Positions added as part of the Adds/Deletes process are not considered reclassifications, they are considered new positions. Departments often delete positions from the budget to offset the funding associated with the addition of new positions added to the budget.

The Classification/Compensation Division reviews all new positions to ensure that the positions are allocated appropriately within the structure of the organization. The allocation is subject to Board approval and is a routine part of the Classification/Compensation Division annual budget process.

There were several positions erroneously identified as 'Reclassifications' in the FY 2014-15 Recommended Budget, but were in fact Adds/Deletes. Below is Table 3 that identifies the Departments and positions:

**Table 3**

Department	Previous Position	New Position
Alternate Public Defender	1.0 - Head Deputy	1.0 - Division Chief
County Counsel	1.0 - Supervising Typist Clerk	1.0 - Senior Clerk
Public Social Services	2.0 - Senior Information Systems Analyst	2.0 - IT Security Specialist
Public Social Services	5.0 - GAIN Services Worker	5.0 - Program Assistant, PSS
Parks and Recreation	2.0 – Grounds Maintenance Worker	3.0 – Grounds Maintenance Worker
Parks and Recreation	1.0 - Recreation Services Supervisor	2.0 – Recreation Services Leader

We hope this clarifies the concepts of Reclassifications and Adds/Deletes, and the actions taken during the FY 2014-15 Recommended Budget.

If you have any questions or require additional information, please contact Sid Kikkawa at (213) 974-6872 or Steve Masterson at (213) 974-8481.

WTF:SHK:SK  
MM:AB:yjf

c: Executive Office, Board of Supervisors  
CEO – Classification/Compensation Division